

I am pleased to announce that the entire performance and salary review process will be completed in FermiWorks for FY2015. Given the change to an electronic format, it is crucial for the Lab to follow the attached timeline to complete the review process steps, especially the face-to-face discussions.

**Who is eligible for a FY15 performance review and Oct 1, 2015 merit increase?**

Every regular or fixed term employee except for Guest Scientist or Guest Engineer who has been employed with the Laboratory since at least April 15, 2015 to cover the review period of July 1, 2014 - June 30, 2015.

**Do all employees need to complete an accomplishment report?**

The paper accomplishment report is obsolete. Instead, all review eligible employees will receive an action item in FermiWorks to complete a guided “self-evaluation” to update goal completion status and optional steps to comment on competencies, provide additional accomplishments, request development items and enter an overall rating. Training guides and hands-on workshops will be available in June and July.

**What if employee goals have not been entered into FermiWorks?**

Every effort should be made to finalize goal setting in FermiWorks by June 5, 2015. Any outstanding goal setting steps will be closed on June 5, 2015. Goals and completion status can be entered when the performance review “self-evaluation” is launched in FermiWorks on June 8, 2015.

**What am I required to do as a manager?**

Upon receipt of the action item in FermiWorks, complete the “manager evaluation” to provide an honest assessment and formal feedback for each section of the review. You must complete an overall rating which will be used to facilitate the salary review (merit) process. More details will follow from the Compensation team about the merit increase process in FermiWorks.

**Who do I contact for help?**

Contact your HR Partner: <http://wdrs.fnal.gov/section/hrpartner.html> or FermiWorks Training Developer, [Monica Holmes](#) x4634 to set up on-site assistance for employees, especially those who have limited access to computers. WDRS will also provide hands-on sessions June 15 – July 2 and written documentation at <http://fermiworks.fnal.gov/index.shtml>.